

TOWN OF MANCHESTER

Authorization for E-Mail Delivery of W-2 Tax Statements

Employee Name _____

E-mail delivery of W-2s allows the Town to save forms and printing costs and provides secure and timely delivery to you. Electronic W-2s are sent through the Town's e-mail network as a password protected attachment; the password being the last 4 digits of your social security number.

If you would like to receive your annual W-2 statement electronically please review the Consent below, sign, date and return this form to the Payroll Department. If no action is taken you will receive a printed copy only. Future changes to your delivery method choice can be made at any time online through the Employee Self Service portal or by contacting Payroll.

Consent

By accepting this disclosure and consent, I understand that I will receive my annual W-2 statement through the Town of Manchester e-mail system. I have received the instructions and understand the process. I consent to the provision of receiving my information in this manner. If I change my mind, I will either provide a written withdrawal of consent to the Town of Manchester Payroll Department or change my delivery method online through Employee Self Service.

Signature _____

Date _____